

## MINUTES OF THE HAVELOCK COMMUNITY ASSOCIATION

### **HAVELOCK Pavilion 29th January 2024**

Meeting opened at 4:35 pm.

**Welcome:** Kirsas welcomed everyone to the meeting.

**Present:** Kirsas Sowman, Don Pointon, Ian Cameron, Emma Parnwell, Liz Matthews

**In attendance:** , Heather Graham (MDC), Paul Schultz, Janet Schultz, Jane Tito (MDC), Cllr Raylene Innes, Julia Pointon (HCA Administrator)

**Apologies:** Jodie Griffiths (MDC), Kiri Whiteman (MDC), Cllr Ben Minehan, Brigitte Morgan

**MOTION:** that apologies be accepted.

**MOVED:** Ian Cameron **SECONDED:** Don Pointon **CARRIED**

### **Conflicts of interest:**

### **Supplementary agenda item:**

### **Minutes of the Previous Meetings:**

Minutes of the meeting held on Monday 20th November 2023 were accepted and approved by members of the HCA committee on 26th November 2023.

### **Matters Arising:**

### **Matters arising (to be brought forward):**

### **TASK LIST:**

The task list was reviewed. See below.

**Correspondence:** This was tabled.

- **MOTION:** That incoming correspondence be accepted and outgoing be approved.  
**MOVED:** Kirsas Sowman **SECONDED:** Don Pointon **CARRIED**

### **Finance**

The HCA Administrator presented a financial summary to the committee up to the end of December.

December:	Income \$10,269	Expenses \$11,589	Loss \$1,319
YTD:	Income \$73,225	Expenses \$69,265	Surplus \$3,960

High expenditure in December was due to both planned & unplanned R&M work at Havelock Holiday Park.

December GST refund: \$1110.93

As at October 31st, HCA had \$226,275 in BNZ bank accounts, plus \$68,280 in a term deposit account.

Total Assets (including fixed assets) = \$486,950

Total Current Liabilities = \$43,176

Equity = \$443,774

Financials for Havelock Holiday Park were discussed. HCA has committed to investing 50% of the annual income from the holiday park (rental) into R&M for the facility. This covers planned improvements and also repairs. This year we are looking at an overspend on R&M due to expensive, unforeseen work including the replacement of the hot water cylinder at the camp managers' house and the repair of a burst water mains.

**MOTION:** that the Financial Report be accepted.

**MOVED:** Kirsa Sowman **SECONDED:** Don Pointon

**Chair:**

Kirsa Sowman reported.

- It's been fabulous to see Havelock so busy over the Christmas and New Year period. I have loved seeing the Main street full of people enjoying our wee town.
- It's also been great to see the Coast Guard here in Havelock. There have been six call outs over the season. Hopefully we'll get to keep this valuable service.
- The new bank signatories for the BNZ accounts have been sorted.
- Havelock has a busy couple of months coming up. In February there's the Provincial FireFighters' Challenge being held at the Domain. Then in March we have both the Mussel Festival and the Kaituna Ridges Ramble.

**Admin Report:**

Julia reported.

Health & Safety induction for hirers, via a self-administered checklist is now being used at the Town Hall & Pavilion.

Venue deposit policy. The proposal is for a 25% deposit to be charged to private & corporate hirers, charged either in advance (most hirers) or as a cancellation fee (large organisations) on cancellation of a booking within 7 days of the event. Deposits may be returned, despite cancellation, under exceptional circumstances. Local community groups will not be required to pay a deposit.

**MOTION:** That a 25% deposit policy be introduced for venue hire, with the deposit being forfeited where bookings are cancelled within 7 days of an event.

**MOVED:** Kirsa Sowman **SECONDED:** Liz Matthews **CARRIED**

**HCA Assets:**

**Havelock Medical Centre**

Emma reported

- Mark McLean (Springlands Health, Practice Manager) has been contacted but haven't received a reply. The HCA wants to invest in the medical centre building and are keen to hear Mark's thoughts. Emma will try again.
- Julia has contacted the builder for an update on when the building work at the medical centre will start. Awaiting response.

**Havelock Holiday Park**

Liz reported on the campground

At some point we need to get a plumber & electrician (Cherry Plumbing & Currie Electrical) to review the state of the plumbing & electrics at the whole Holiday Park site. We would like from them, a report on what is needed to bring these things up to current-day standards, and to identify any potential future issues - and deal with them before they become a bigger problem. This would be best done this winter

during the quiet time at the Holiday Park. Part of this work would be to mark/peg all underground pipes and wires, and to create a decent plan of their layout for future reference. If we do this, and address any issues, we can then plan other upgrade work/improvements, secure in the knowledge that we have done what we can to minimise the risk of future, expensive, emergency plumbing and electrical work. Part of the report should assess and advise on how we can best proceed in an environmentally responsible way?

Following on from the financial report on the Holiday Park, the subject was further discussed:

- It was felt that emergency repairs should be separate from the 50% of rental income budgeted for R&M each year.
- It was suggested that the 50% should be used for improvements, not everyday R&M.
- We have already overspent on the 50% figure for the year, and we're only 7 months in. If we go over this year, so be it.
- If the 50% gets used for emergencies then our tenants can never plan, and it's difficult to improve the place.

Liz will meet with Brigitte & Tony to make a list of what maintenance & improvement work is needed at the Holiday Park, before our next meeting.

HCA's 10 year lease with MDC, for the land the holiday park is on, ends in June 2025. Our sub-lease with our sub-tenants at Havelock Holiday Park ends in September 2024. We will not be able to offer our sub-tenants a new 3 year lease (or a 3 x 3) if we don't have a guaranteed ongoing lease with MDC for the land. This needs to be addressed and resolved well in advance of September this year.

#### **MDC Assets:**

##### **Town Hall**

Ian Cameron reported.

The resolution of the starlings nesting under the Town Hall roof is slowly moving forward. After further consideration and advice, the contractor is going to try a longer term fix and will put in more roofing screws. If this is successful, he will complete the whole side that way. At the same time, he will remove all the nesting debris he can get at, from the outside of the building.

The ant problem appears to have been resolved, at least for a time. Food was left on the bench in the kitchen during the Craft Fair and was not touched by ants. The bank where they nested has also been broken down, and this may have assisted as well as the spraying.

A box was donated for the Hall suggestion box. This is having some minor adjustments made to it by the MenzShed. It will be in place soon.

We received a complaint from the participants on the course that the microwave in the Hall kitchen was not operating. We have a borrowed one in place at the moment and I recommend that we purchase a new microwave for the Hall.

**MOTION:** That a replacement microwave oven be purchased for the Town Hall

**MOVED:** Ian Cameron **SECONDED:** Kirsa Sowman **CARRIED**

##### **Pavilion**

In Brigitte Morgan's absence, there was no report, but the following was noted.

- The electric hot water zip has now been repaired.

- The patching of the paintwork where the old heaters were removed has been completed.
- The old urn has broken and a new one should be purchased.

**MOTION:** That a replacement urn be purchased for the Pavilion

**MOVED:** Ian Cameron **SECONDED:** Liz Matthews **CARRIED**

### **Projects Portfolio:**

Don reported.

**Takorika Access** Contact made with Top Of The South Wood Council and OneFortyOne to see if access can be improved for volunteer environmental work and recreational / tourism access. Work in progress.

**Motuweka Wetland** No update - will pick this up again with Te Hoiere Project.

**Lower Queen Charlotte Drive - Trees** No update to report.

**Routes Around Havelock** No update from MDC since last meeting.

**MOTION:** To accept all reports

**MOVED:** Kirsas Sowman **SECONDED:** Ian Cameron **CARRIED**

### **Reports from Council**

**Heather Graham** - The long-awaited bus shelters are definitely going ahead. They should be in place by the end of February.

### **Jane Tito**

- The installation of the new playground is due to start on the week of 7th February. It should be completed in time for the Mussel Festival
- Signage for the Routes Around Havelock project is still in design. Design of the accompanying map is underway.
- Upgrade work on the Rutherford Pickering Memorial is planned, including getting the audio working, with funding being sought through the Long Term Plan.
- Long Term Plan funding has also been sought to install an additional public toilet at Havelock Pavilion. The toilet would be situated in the existing 'boiler room' where the large hot water cylinder is currently located. A solution would therefore need to be found for hot water supply at the Pavilion.
- DOC have not been receptive to the idea of using part of the paddock beside Rutherford Backpackers for a dog park as this use does not align with their remit. MDC are continuing to look for somewhere else. The relocation of the sewage treatment plant to a site nearer SH6, could free up the area around the existing ponds at the bottom of Queen Charlotte Drive, as a potential off-lead dog area.
- Following the summer season use of the Domain for vehicles and boat trailers, Council will look at improving the surface of the field for public use.
- Good to see the banners up in Havelock.

### **Answers to questions from committee**

- New shells have now been put on the petanque court at the War Memorial Park.
- Summer parking on the Domain was managed better this year, with a larger area than previously allocated to public use. The ideal situation would be to not have the field used for this at all.

- Public Bins on Main Road get emptied every day. If there is an issue with an overflowing bin, contact Marlborough Roads as it is their responsibility.

5:42pm Heather, Jane & Raylene left the meeting and were thanked by Kirsas for their attendance.

### **General Business**

- RSA ANZAC Day - Paul & Janet Schultz (RSA) attended the meeting and spoke to the committee about the desire for a stronger partnership with HCA around ANZAC Day. This could include printing, assistance with communications and somewhere to store things like the wooden crosses which are placed around the memorial in the run-up to ANZAC Day. It would be good to have another organisation to call on if additional help is needed as the running of the event is currently resting on the shoulders of just Paul & Janet. They would also like to work with HCA to address how the day could be improved; making it more inclusive and as positive an experience as possible for those attending.  
MDC have given RSA some funding to slowly replace the crosses. There are about 36 crosses which need storing and HCA agreed to help with that.  
The Schultzs will attend the next HCA committee meeting to update us on ANZAC Day plans and discuss what assistance might be needed from HCA.

**MOTION:** That HCA co-operate in good faith with RSA to ensure our ANZAC Day runs smoothly.

**MOVED:** Don Pointon **SECONDED:** Ian Cameron **CARRIED**

**MOTION:** That there will continue to be no Town Hall venue hire charge for the annual ANZAC Ceremony.

**MOVED:** Ian Cameron **SECONDED:** Liz Matthews **CARRIED**

Meeting closed 5:53pm

**Next meeting date: Monday, 11th March, 4:30 pm, Havelock Pavilion**

*These minutes were accepted and approved by members of the HCA committee on  
February 4th 2024*